

Meeting Minutes – November 16, 2009

Meeting Attended By: All group members

1. Agenda
 - a. Plan out a schedule
 - b. Recommendations
2. Schedule
 - a. Working Backwards
 - i. December 10:
 - ii. December 1-7: Presentations
 - iii. November 30: PowerPoint presentation
 - iv. Sunday, November 29 @ 2359: Report (hard copy + e-copy due)
 - v. Friday, November 27: Completed report (meeting from 1-2pm)
 - vi. Tuesday, November 24: All sections uploaded to wiki/sent to Omar
 - vii. Monday, November 23: Competitive context finished (by Jing)
 - viii. Wednesday, November 18: Usability study done
3. Recommendations (Brianna)
 - a. Improve entry into website
 - i. Splash page
 - ii. Separate homepages into interest groups
 - b. Improve ease of use/navigation of website
 - i. Working links/titles on webpages
 - ii. Prioritize information on webpages
 - iii. Organized directory by letter (organizations etc.)
 - c. Provide user-oriented content
 - i. Letters from the Kids
 - ii. Addition of an FAQ page
 - iii. More frequent updates on What's New page
 - iv. Allow people to donate towards tickets for a major event
 - v. Add personal aspect – people + facilities
 - d. Take advantage of the website as an revenue-generating tool
 - i. Increase utilization/visibility of CanadaHelps.org